



State Records Use Only: File No: _____ Document No: _____ Date Received: _____
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MEMORANDUM TO: State Records of South Australia
GPO Box 1072 ADELAIDE SA 5001
Fax: (08) 8260 6133
Email: srsaCollectionManagement@saugov.sa.gov.au

PROPOSAL FOR ACCESS DETERMINATION

NOTE: Please use one form per series or consignment.

Government Agency No. (GA) and Name of Agency Proposing Access Determination (see Note 1)		
Address of Agency Proposing Access Determination (see Note 2)		
Agency Contact Officer (see Note 3)	Agency Officer Position (see Note 4)	Agency Contact Telephone No. (see Note 5)
GRS & Consignment No. (see Note 6)	Series Title, System of Arrangement & Date Range (see Note 7)	
Certificate of Agency Representative (see Note 8) <i>I hereby certify that I am authorised to act for the above-mentioned agency in consulting with the Manager of State Records over public access to the agency's records. I propose the records described above be transferred to the custody of State Records on the understanding that State Records will regulate access to them in accordance with the access determination indicated below.</i>		
Agency Representative (Signature)	Position	Date
Public Access Determination (Tick one box only. In completing this form please refer to the Public Access Determinations Guideline available at State Records website www.archives.sa.gov.au) (see Note 9)		
<u>Records of a Non-Personal Nature</u> <input type="checkbox"/> Immediately Open <input type="checkbox"/> Open After 20 Years <input type="checkbox"/> Closed for Longer Than 20 Years – <i>Period (in years) of and reason for closure:</i>	<u>Records of a Personal Nature</u> <input type="checkbox"/> Open After 30 Years <input type="checkbox"/> Open After 60 Years <input type="checkbox"/> Open After 100 Years	<u>Other</u> <input type="checkbox"/> Records Closed - <i>Period (in years) of and reason for closure:</i>



PROPOSAL FOR ACCESS DETERMINATION

An Agency, as defined within the *State Records Act 1997*, is required to make a determination under subsection 1 of section 26 of that Act, in consultation with the Manager [Director] of State Records with regard to access to records in the custody of State Records.

Please send this completed form either via fax to (08) 8260 6133 or email to srsaCollectionManagement@saugov.sa.gov.au and mark

**Attention: Collection Management Archivist
State Records of South Australia**

Notes for Completing the Form

Agencies should retain a copy of completed forms and any accompanying documentation.

1. Government Agency No. (GA) and Name of Agency Proposing Access Determination

State the Government Agency No. (GA) and current name of the agency that is responsible for the records to which the access determination relates.

2. Address of Agency Proposing Access Determination

State the physical and postal address of the responsible agency.

3. Agency Contact Officer

Provide the full name of the relevant agency contact officer.

4. Agency Officer Position

State the title of the position of the agency officer.

5. Agency Contact Telephone Number

State the telephone number of the agency contact.

6. GRS & Consignment No

State the exact State Records reference number to which the access determination relates, eg GRS 7835/1/P. If a new series, leave blank.

7. Series Title, System of Arrangement & Date Range

State the exact series title and date range, eg Correspondence Files (Annual Single Number), 1910-1975.

8. Certificate of Agency Representative

The signatory to the certificate of agency representative should be a suitably authorised person to act for the agency over public access to the agency's records.

9. Public Access Determination

Please refer to the *Public Access Determinations Guideline* available at State Records website (www.archives.sa.gov.au) to determine which box to appropriately tick. Do not tick more than one category. Provide legislative direction or further comments where indicated.